

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Training & Professional Development

Grant Application

Fall 2006

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
*Fiscal Years 2003 - 2008***

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA TRAINING & PROFESSIONAL DEVELOPMENT GRANT PROGRAM
Fall 2006

Grant Program Description

The purpose of this program is to provide grants to eligible libraries to develop or enhance the knowledge, skills and talents of library personnel and library trustees. This grant program allows libraries to contract with a trainer(s) to come to their library and conduct a workshop or series of workshops with library staff or trustees to gain in-depth knowledge on topics focused on a specific need, for a period of one half (1/2) to two (2) days.

Workshops may be conducted as a single workshop or may be conducted as a series (2 or 3) of curriculum related workshops. The program is designed for libraries that do not have local funding available for such an expense.

Eligibility

- Libraries eligible for this grant are those certified to receive State Aid, and those meeting the definitions of school, academic, and special library and library consortia as defined in the "Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds." See attached "Definitions." Several libraries may make a joint application in order to maximize cost-effectiveness of the project. In this case, one library must be designated as the administrator of the grant.
- Hands-on workshops must have a minimum of 12 attendees.
- Non hands-on workshops must have a minimum of 15 attendees.
- The selected trainer must have professional qualifications to make the presentation. Applicants must provide convincing information about the credentials and expertise of the professional they plan to hire, and include a resume or business equivalent.
- The library must be unable to pay for such professional services from local funds, based upon the per capita local tax base.

Grant Priorities

Awards are to help libraries secure the services of qualified trainers. Examples of training areas include but are not limited to:

- Promoting targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to people with limited functional literacy or information skills.
- Building and enhancing teamwork within the organization.
- Improving customer service.
- Developing reference services for remote users.
- Learning effective question-handling techniques.
- Making effective presentations.
- Management and administrative skills, including personnel issues.
- Building good community relations.

Priority is given to applicants who plan to videotape the training session. Videotapes could then be added to the Missouri State Library collection so other libraries throughout Missouri could access them as a resource.

Assurances

Before proceeding with the steps below, determine the resources that your library will need in order to provide or utilize what you hope to accomplish from the training you have decided to pursue. Resources include your library's staff, collection, financial resources, equipment, facilities, community good will, and comparable other items related to your training goals. Are your library's resources adequate for putting the proposed training to use? If not, do you have the means and a realistic plan to provide the missing resources? If the answer to either of these questions is "yes," then continue as follows:

1. Decide what you want to accomplish and why.
 - a. What need(s) will the training address?
 - b. How or by what method(s) did you decide that the need(s) is valid?
 - c. Determine and name the desired outcome(s) of the proposed training. **NOTE: Outcomes are changes in skills, knowledge, attitudes, behaviors, and life conditions. Example of a good outcomes statement: "Library staff will demonstrate increased skills in effective telephone interactions with patrons and vendors."**
 - d. Decide what results will meet your standards for having reached your desired outcome(s) from the proposed training e.g. amount of increase in knowledge or skills of staff: number and percent of staff who can demonstrate learned skills at end of training; improvement in reported customer satisfaction 6 weeks after training. **Example: At the end of this training, 100% of the participants will demonstrate that they understand and can conduct an effective telephone interaction with a patron or vendor in at least three typical types of calls that staff receive on a typical day at work.**
 - e. Decide how you are going to document and report whether and to what extent the training accomplished your desired outcome(s). (e.g. this may be accomplished through pre- and post- testing, skill demonstration during the workshop, observation in work environment, etc.) Example: At the conclusion of the training, each participant will conduct simulated telephone conversations with a "patron" or "vendor" representing five typical calls staff handle during a typical day at work.
2. Decide who the best trainer(s) would be for your project.
3. Confirm that the person(s) or firm has the credentials that meet your need.
4. Prepare a project budget.
5. Complete the application form and return on or before the deadline.

Matching Funds

No local matching funds are required. However, local funds may be needed for certain costs ineligible for the grant.

Allowable and Unallowable Costs

Allowable costs include, but are not limited to:

- Fees, honorarium, or stipend for the trainer(s).
- Fees for new curriculum development (**cannot exceed \$750 for ½ to one day workshop, \$1000 for 2 day workshop, or \$2000 for a series of workshops covering related content**).
- Travel, including overnight expenses (lodging and food) for the trainer(s).
- Wages and related costs for substitute staff necessary for permanent staff to be able to attend the project activities.
- Costs to produce workshop materials and/or handouts.
- Copyright or other miscellaneous fees (explain on budget page).
- Lodging for eligible participants from libraries other than the host library.
- Costs associated with videotaping presentation for Missouri State Library collection (other than equipment).
- Videotapes to record training.

To be eligible for participant lodging:

For a half day workshop starting by 8:00 AM or a one day workshop for participants arriving from a distance of 120 miles or more, one night of lodging before the workshop is allowed. For a two day workshop or for participants arriving from a distance of 120 miles or more, two nights of lodging is allowed.

NOTE: The host library is responsible for determining eligibility for lodging. The budget for lodging rates must meet State guidelines. To find approved lodging rates within Missouri, go to:

www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

The host library is also responsible for all payments to vendor(s) or to participants, if it chooses a reimbursement option.

Unallowable costs include, but are not limited to:

- Participant travel (mileage or other) and food.
- Hiring a member of the applicant's own library as trainer(s).
- Equipment purchases.
- Collection development acquisitions.
- Costs for meetings, such as room rental, refreshments and related supplies.
- Any costs/projects related to building, building planning and design, or any other major new construction.
- Training for planning a tax levy.
- Computer training normally provided by vendors as part of the installation process for hardware or software.

Bid process documentation: It is necessary to determine that any item to be purchased is an approved budget item that the necessary prior approval has been obtained, that sufficient funds are in the budget, and that all grantees use their own approved procurement requirements. For items over an amount specified in your procurement

guidelines, documentation is to be provided noting the competitive bid process used for the purchase. Methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

Grant Application Review Process

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes final decision.
- **No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.**

Application Deadline and Grant Period

Application Deadline: October 25, 2006 (postmarked or hand delivered)

Project Grant Period: January 1 – June 30, 2007

Reporting Requirements

A Final Financial and Final Narrative Report are required, which will include submission of project support materials designated in the Final Report instructions. Forms are provided.

Before you apply

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow

issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee:

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How this grant will be paid:

Grantees are paid 70% of the total grant amount upon completion of the final executed agreement. A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than 30 days after completion of the project or the end of the grant period.

Mail completed applications to:

Diana Very, LSTA Coordinator
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

For further information, contact:

Brenda Sites, Continuing Education Consultant
Missouri State Library, Library Development Division
Telephone: 573-522-1477 or (in Missouri) 800-325-0131, ext. 13.
E-mail: brenda.sites@sos.mo.gov

MISSOURI STATE LIBRARY LSTA TRAINING & PROFESSIONAL DEVELOPMENT GRANT PROGRAM

Application Instructions Fall 2006

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed, single-sided, and double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11 paper. Do not use binders, folders, notebooks, or staples.
- Application must remain single-sided. Do not photocopy the application front and back.

ITEMIZED INSTRUCTIONS

Part I—Application Form

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.
- *Library Director* - Give the name of the director of your library or library system.
- *Project Director* - Give the name of person who will oversee the project and serve as a contact for reports.
- *E-Mail Address* – Give e-mail address and phone number of the Project Director.
- *Project Title* - Provide a brief title for your project.
- *LSTA funds requested* - Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Additional libraries participating in project* – Give the name of other libraries partnering with you for this project.

- *Estimated Number of participants* – Give the number of people you anticipate attending the training event.
- *Number and Length of Training (hours/days)* – Give the number of workshops you intend to hold and the length of each workshop.
- *Project description*—Provide a concise description of your project, not to exceed 250 words and include the desired outcomes.

Part II—Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Budget Narrative

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math. This amount should match the figure provided on page one of the application.

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work.

Part IV—Certification and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

MISSOURI STATE LIBRARY
LSTA TRAINING & PROFESSIONAL DEVELOPMENT GRANT PROGRAM
APPLICATION FORM
Fall 2006

PART I—Application Form

Project # _____

This sheet must be the first page of your application. Please type.

Name of library: _____ Federal tax I.D. # _____

Address: _____

City: _____ Zip: _____ County: _____

Phone # _____ Fax # _____

Library Director: _____

Project Director (contact person): _____

E-mail address/Phone Number (contact person): _____

Project Title: _____

LSTA Funds requested: \$ _____

Additional libraries participating in project: _____

Estimated Number of participants: _____

Number and Length of Training _____

Project Description: In this space, please provide a description of the proposed training, including your desired outcome(s). i.e. We do what, for whom, for what purpose?

Part II – Program Narrative

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Program Narrative should be 3-5 pages.

1. Describe the training you are proposing: what and how much. How were the training needs determined?
2. Who is the target audience and how will their needs be met by this training?
3. What are your library's resources for providing or utilizing the proposed training? If some are missing, what is your plan for obtaining them? **See guidelines.**
4. List the desired outcome(s) you wish to meet with this training. **NOTE: Outcomes are changes in skills, knowledge, attitudes, behaviors, and life conditions. See guidelines.**
5. What results will meet your standards for having reached your desired outcome(s) at the end of training (include long range results if you are planning to measure those e.g. 6 weeks after training). **See guidelines.**
6. How will you evaluate, or measure the results of the training to ascertain whether or to what extent your desired outcome(s) was accomplished? In other words, how will you document and report the change in skill, knowledge, attitudes, behaviors or life condition of the participants? (e.g. this may be accomplished through pre- and post- testing, skill demonstration, observation in work environment, etc.) Prepare samples of your measurement tools and return with the application form.
7. Name, address, and phone number of person(s) or firm you wish to hire.
8. What teaching methods will be used and why are they the most appropriate?
9. How will this training be customized to meet your library's specific needs?
10. If requesting a series (2 or 3) of workshops, please specify the timeline for completion of the project from start to finish. Please be descriptive for each major activity on this timeline.
11. Summarize proposed trainer's credentials, and attach resume or business equivalent.

Part III—Budget Worksheet and Budget Narrative

Itemized Budget

Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits	Example: Substitute Staff Project Director	Hours x Rate	\$	\$
Travel	Examples: Presenter Transportation (air, bus, train) Presenter Lodging Presenter Mileage Presenter Meals Eligible Participant Lodging	Nights x Rate Miles x \$ 0.415 Nights x Rate	\$	\$
Supplies			\$	\$
Contractual	Examples: Trainer Fees Content Development		\$	\$
Total Project Costs			\$	\$

Budget Narrative

The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet including your resources for estimates and any bid process documentation. Show that these expenditures are clearly related to your project. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in Part I.

Part IV: Certification and Signatures

ATTENTION: You must use Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application.

Type name of Library Director

Type name & title of Authorized Official

Signature, Library Director
(use blue ink)

Signature, Authorized Official
(use blue ink)

Date

Date

Mail one copy of this completed application form to:

Diana Very, LSTA Grants Officer
Missouri State Library
600 West Main St.
P.O. Box 387
Jefferson City, MO 65102-0387

Application Deadline: October 25, 2006 (postmarked or hand delivered)

YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION

For State Library use only:

_____ **Approved** _____ **Not Approved** \$ _____ **Amount Awarded**

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

